



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

RETIREMENT IMAGING TECHNICIAN

Class No. 007561

■ CLASSIFICATION PURPOSE

To operate and maintain electronic document management imaging system equipment for the San Diego County Employees Retirement Association (SDCERA); to prepare material for scanning; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

This is a journey-level class. Under general supervision, the Retirement Imaging Technician class is responsible for the electronic imaging of official documents and records for the Retirement Board and SDCERA. Employees in this classification are responsible for handling confidential retirement personnel and/or employment transactions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Sorts, categorizes, creates, and scans batches of files.
2. Transfers documents to optical drive units, and verifies images for quality.
3. Sets up, adjusts, and operates electronic imaging equipment.
4. Performs routine equipment cleaning, maintenance, and minor repairs.
5. Indexes records for electronic imaging.
6. Prepares documents for filming or imaging.
7. Indexes and maintains resulting image files using specialized software.
8. Assists with general quality control functions (e.g., audits electronic images and microfilm, enhances images, maintains logs).
9. Retrieves, delivers, accesses, and files records when requested.
10. Stores electronic images to compact/optical disk.
11. Sets priorities to ensure deadlines are met.
12. Maintains records, reports, manuals, and files.
13. Coordinates, evaluates, monitors, and performs the most responsible and critical quality control tasks.
14. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Scanning and imaging systems and procedures.
- Fundamentals of PC's and Microsoft Office applications.
- Safety precautions regarding scanning and microfilming processes and materials.

- Scanning/imaging system standards and quality control.
- Maintenance requirements of electronic scanning/imaging system equipment.
- County customer service objectives and strategies.

Skills and Abilities to:

- Operate various types of electronic scanning/imaging system equipment.
- Operate standard office equipment (PC, fax, copiers, paper and film shredder).
- Understand and carry out written and oral instructions with minimal supervision.
- Perform routine quality control.
- Transfer and store electronic image files to compact/optical disk.
- Provide technical guidance and leadership to subordinates.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: Six (6) months of experience using PC's and Microsoft Office applications to produce work, AND,

1. One (1) year of experience operating electronic imaging equipment in a production business or government environment, OR
2. Eighteen (18) months of fiscal or general clerical experience with at least six (6) months in a position responsible for processing personnel, payroll, and employee benefits transactions; or, with at least six (6) months in a position responsible for operating electronic imaging equipment.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers, scanning/imaging system equipment and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; constant exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: June 01, 2000
Revised: December 21, 2000
Reviewed: Spring 2003
Revised: June 14, 2004

Retirement Imaging Technician (Class No. 007561)

Union Code: CE

Variable Entry: Y